



LAURIMAR PRIMARY SCHOOL OPERATIONAL GUIDELINES FOR REFUNDS

EXCURSIONS AND INCURSIONS:

Costs for excursions or in school activities are calculated based on the number of students who have returned the permission form for the activity. Costs are calculated to minimise the expense to parents. Credits can only be possible if the venue does not charge the school for the student not attending. The cost of the transport will not be refundable as this charge is not dependent on the number of students attending.

The following guidelines detail the procedures to be followed for credits relating to school excursions and/or in school activities.

1. Any student withdrawing from an activity or excursion, for a reason other than ill health, will need to provide a valid explanation in writing addressed to the Principal to obtain a credit which will be at the discretion of the Principal or Nominee.
2. Any student withdrawing from an activity or excursion due to ill health will need to supply a medical certificate to obtain a credit.
3. If the activity or excursion has been prepaid, no credits will be given as the cost of the student not attending has already been paid by the school. Credits will only be given if the venue refunds the school.
4. No monetary refunds will be given. Credits will be issued to the student or sibling/s.
5. Refunds will only be made to Year 6 students not attending the last excursion/activity for the year if the student has no siblings at the school.
6. The cost of transport or visiting performers is not refundable because the costs are calculated on the number of students attending prior to the event.
7. In the event that Laurimar Primary School cancels an event and the cost of this event is under \$50.00, a credit will be applied for each student, which will be used towards the next event organised. If the cost of the event is greater than \$50.00, parents may request a refund of this amount by completing a '*Request for Reimbursement*' form available at the Office. This payment will be made by direct deposit into a bank account.
8. Parents may also request this if there are special circumstances resulting in their child's inability to attend a school program and the cost of this program is greater than \$50.00.

CAMPING PROGRAM:

The following guidelines detail the procedures to be followed for payments relating to School Camps.

9. The Camp Coordinator in conjunction with the Principal and Business Manager determine the full cost of the camp based on the number of participants.
10. A deposit of approximately \$170 is required for Year 3 & 4 camp.
11. A deposit of approximately \$200 is required for Year 5 & 6 camp.
12. The deposit is non-refundable under any circumstances as costs per student are calculated on the number of students attending as determined by the number of deposits.
13. Any refund credits will be at the discretion of the Principal or Nominee.
14. Partial refund credits will only be considered under the following circumstances where the student has withdrawn from the camp:
 - Due to a serious personal or family crisis.
 - Illness or injury which requires a medical certificate.
 - Following the payment of all related camp expenses, it may not be possible to provide a full refund of the balance if funds remaining are insufficient.

EVALUATION:

This policy was created in Term 3 of 2017.

This policy will be reviewed as part of the school's three year review cycle.